

**TIDEWATER REGIONAL
LOCAL HUMAN RIGHTS COMMITTEE
April 29, 2014
MINUTES**

Members Present

Delinda P. Swanston, LHRC Committee Member
Janet Martin, LHRC Chairperson
Rosalyn Wiggins, LHRC Committee Member
Juliet Sawi, LHRC Committee Member

Others Present

Carolyn Barnes, Assistant Director - First Home Care
Dana Gillentine, Risk Manager - Kempsville Center for Behavioral Health
Fran Neaves, Risk Manager - Virginia Beach Psychiatric Center
Jacqueline Abbott, Risk Manager - Harbor Point Behavioral Health Center
Marie Henrich, Office Manager - Harbor Point Behavioral Health Center
Mary Epps, R.N., Director of Nursing - Harbor Point Behavioral Health Center
Paula Harr, Risk Manager - First Home Care
Reginald Daye, Regional Advocate - DBHDS
Annikken Vittorini, Administrator - Oyster Point Academy
Brigitte McAlister, Day Treatment Supervisor - Oyster Point Academy

I. CALL TO ORDER

The Local Human Rights Call Meeting was called to order at 8:44 a.m. by Ms. Swanston. This committee functioned as a two-member subcommittee until the arrival of Ms. Sawi at 9:08 a.m.

II. REVIEW OF MINUTES

The minutes from January 21, 2014 and March 12, 2014 were reviewed and approved with the corrections made by Mr. Daye. Ms. Wiggins made a motion to approve the minutes. Ms. Sawi seconded the motion. The motion was approved.

III. PUBLIC COMMENTS

There were no public comments.

IV. UNFINISHED BUSINESS

A. Behavior Management Policies - VBPC - Ms. Neaves presented the Behavior Management Policies (Physical Restraint, Time-Out, Seclusion and Restraint and Crisis Prevention); these policies included all of the recommended changes that were presented at the March 12th call meeting. Mr. Daye supported approval of the policies.

Motion: Ms. Wiggins made a motion to approve all of the Behavior Management Policies with the amendments.

Second: Ms. Sawi seconded the motion. The motion was approved.

B. Documentation Clarification for **Freeze** level – Ms. Harr presented documentation regarding clarification and revision of verbiage relating to **Freeze** level in the Oyster Point Academy Handbook. Ms. Harr stated that she contacted Harbor Point BHC to obtain information on **Freeze** level to compare residential and outpatient treatment.

Motion: Ms. Wiggins made a motion to approve the handbook with the amended information.

Second: Ms. Sawi seconded the motion. The motion was approved.

C. Medication Error Reduction – Ms. Epps presented the amendments on medication error reduction. Ms. Epps was asked to resubmit the revised policy for committee member review. This has been deferred to the next committee meeting scheduled for July 29, 2014.

V. NEW BUSINESS

A. Harbor Point BHC – BSP D Unit Color System (Behavioral Studies Program) – Ms. Abbott presented the BSP D Unit Color System. This system would be used in the same way that was approved for the Child Unit. The BSP-D program houses 8-12 year old males with sexually reactive behaviors. The Child Unit houses 5-12 year old males and females.

Motion: Ms. Wiggins made a motion to approve the BSP D Unit Color System.

Second: Ms. Sawi seconded the motion. The motion was approved.

VI. STANDING REPORTS

A. General Information – None

B. Quarterly Reports/Annual Reports/Reports on Structured Living

OVERVIEW OF ALLEGATIONS REPORT-FIRST QUARTER 2014			
LOCATION	JAN	FEB	MARCH
FHC-Oyster Point Academy	1	5	4
FHC-Day Support	1	0	4
FHC-Mental Health Skill Building	0	1	0
Kempsville CBH			
Harbor Point BHC	22	36	41
VBPC	1	4	4

SECLUSION & RESTRAINT REPORTS (S=Seclusion) (MR=Mechanical) (PR=Physical) (CR=Chemical)			
LOCATION	JAN	FEB	MARCH
FHC-Oyster Point Academy	7	35	33

Kempsville CBH			
Harbor Point BHC	143-PR 3-S	111-PR 3-S	182-PR 3-S
VBPC	1-S 3-MR 5-PR	1-S 1-MR 2-PR	0-S 0-MR 3-PR

VBPC - ADC 74 for 1st Quarter - There were no changes to DBHDS licensing status. Virginia Beach Psychiatric Center has applied for the Partial Hospital Program-Mental Health Track to be licensed and is awaiting the survey by Mr. Gonzales, Licensing Specialist. The Partial Hospital Program policies, program rules, and behavior policies were reviewed and approved at the LHRC call meeting held on March 12, 2014. The hospital also has submitted a service modification form to discontinue the Gero-Psych program. The license is current until May 31, 2014.

Partial Hospital Program (PHP) - The amended policies, procedures and program rules were presented to the LHRC for review and approval at the call meeting held on March 12, 2014.

Recruitment of membership to the LHRC - The vacancy to the committee was distributed at the clinical forum held at Virginia Beach Psychiatric Center in February 2014. The membership application and Mr. Daye's contact information was provided.

Harbor Point BHC - ADC 107.6 for 1st Quarter. There have been no changes to licensing status. During the first quarter 2014 Harbor Point continued to utilize the Matrix (Behavioral Management System) on all units. There were no changes made to the Matrix during the first quarter. The Matrix continues to provide rewards to residents for positive behaviors and consequences for negative behaviors. Staff maintains daily point sheets that are used for both staff and resident to track their points and levels daily. Harbor Point presented the Color System to LHRC during the first quarter 2014. The Color System was approved to use, in conjunction with the Matrix, on the Child Unit. The Color System is short term (restarts each shift) and provides small incentives for positive behavior.

Harbor Point BHC did not utilize Structured Living during the first quarter 2014. Harbor Point will follow the Structured Living Policy and Procedure in the event SLP is ordered by the attending psychiatrist.

During the first quarter 2014 Ms. Abbott provided information on the duties of the LHRC and emailed a copy of the LHRC committee member application. Risk Manager asked leadership staff to share the information and application with community members and referral agency employees.

Kempsville CBH - January (ADC 60), February (ADC 67), March (ADC 70). There have been no changes to licensing status. There are no new amended policies, procedures, or program rules during this quarter. Recruitment efforts include announcement to all professionals who participated in seminar held at Kempsville CBH. There was no use of SLP this quarter.

First Home Care - There have been no changes to licensing status. (Awaiting actual report)

Regional Advocate Report - Mr. Daye introduced Juliet Sawi as the newest member of the LHRC. Mr. Daye asked the providers to update Ms. Sawi on all variances and to provide brief descriptions of their programs. All variances are currently approved for two years (all expire in October) to include quarterly and yearly updates. **VBPC - no variances, Kempsville Center - SLP and Unit Restriction Variance; Harbor Point - SLP, and Matrix Variance; FHC - no variances.**

Mr. Daye informed the providers that the quarterly reports and CHRIS information is still not being mailed within the two week timeframe. Mr. Daye emphasized the importance of receiving the information two weeks in advance as it is a lot of information for the LHRC members to review. Mr. Daye informed the providers and community liaison that the LHRC minutes are due for posting (to the public) ten days after the meeting and the final approved minutes are due for posting three days after the meeting. Mr. Daye indicated that these timeframes have not been met on a consistent basis and encouraged the community liaison to be in compliance.

ALLEGATION REPORTS - CLOSED SESSION:

Ms. Wiggins made a motion that the committee go into Executive Session, pursuant to Virginia code 2-2-3711A (4) for the protection of the privacy of individuals in personal matters not related to public business, namely to review patient information from Harbor Point Behavioral Health Center and Kempsville Center for Behavioral Health pursuant to the regulations.

Action: Second was made by Ms. Sawi. All members voted in favor of the motion.

Reconvene in Open Session: Upon reconvening in Open Session, Ms. Wiggins, Ms. Sawi, Ms. Martin and Ms. Swanston of the Tidewater Regional LHRC certified to the best of their knowledge that only public matters exempt from statutory open meeting requirements and only public business matters identified in the motion to convene the Executive Session, as referenced above, were discussed in accordance to Virginia Code 2-2-3711A (4).

This committee recommended that Harbor Point BHC submit all policy changes pertaining to medication administration to this committee for review and approval. The committee requested Mary Epps, R.N., Director of Nursing present at the next scheduled meeting to discuss the Medication Administration policy.

VII. NEXT SCHEDULED MEETING

July 29, 2014

VIII. ADJOURNMENT

There being no further business to discuss, Ms. Wiggins made the motion to adjourn. Ms. Sawi seconded the motion. The meeting was adjourned at 11:35 a.m.

RESPECTFULLY SUBMITTED:

Marie Henrich, Office Manager-Harbor Point BHC
Recording Secretary

Janet Martin, LHRC Chairperson